



## Room Reservation Policy

The North Miami Beach Discovery Library allows certain groups to use our meeting room and conference spaces free of charge, including government and nonprofit groups, local organizations, and classes led by volunteer members of the public. All room reservations must be approved with the Library ahead of time; rooms are not available on a walk-in basis.

Due to its status as a government entity and its commitment to equally serving all members of our community, the Library cannot host or provide programming space to any organization or entity that is politically or religiously partisan or that intends to hold events that promote a particular religion or political party or action.

### Room Reservation & Use

The following rules apply to all programs, meetings, and events scheduled in Library facilities or on Library grounds:

- Events must be open to the public and held for the benefit of the general public; all interested members of the public in an appropriate age group must be allowed to freely attend as space permits.
- No admission fees may be charged, no donation collection may be taken, and no sales may be made at any event or program on Library grounds.
- Library facilities may not be used for personal or private profit, aggrandizement, solicitation or advertising, or political activity.
- Private for-profit organizations or individuals are prohibited from using the Library facilities for for-profit activities.
- Events may not require personal information from attendees, require any kind of registration or purchase to participate in a program, or make any kind of referral to private or for-profit entities, including the provision of promotional material. The Library is not an advertising venue.



- Events may not include any political activity of any kind, nor may they promote any political thought or value except when also providing an equal opposing viewpoint.
- All outside entities or individuals wishing to use Library spaces must submit a completed version of the Room Reservation Form to be approved by the Library.
- All individuals or groups using Library facilities are responsible for any items or equipment they bring into the Library, as well as for rearranging room layouts to suit their meeting needs.
- Events must be held only during normal Library opening hours, and all participants must depart at the time of the Library's normal closing regardless of the program's completion.
- Events may not interfere with the normal operation of the Library's facilities and programs; events may be monitored by Library staff to ensure that they comply with this policy.
- The Library reserves the right to terminate, cancel, or reschedule any event, meeting, or program held in its facilities if the Director deems that it is disruptive, inappropriate, or does not align with the Library's mission and goals.
- Existing Library programs automatically take precedence over outside room reservations.
- Reservations may not be made less than three (3) days in advance or more than three (3) months in advance. Reservations are prioritized on a first-come, first-served basis, with earlier reservations given priority over later ones.
- If an event or meeting wishes to give out materials (such as pamphlets, handouts, or similar items), these must be submitted to and approved by the Library in advance of the program.
- All City of North Miami Beach, Miami-Dade County, and NMB Discovery Library regulations must be observed at all times while on Library grounds. Programs found to be violating these policies may be canceled or terminated.
- Events may serve food or drink such as refreshments or small portable items, but may not serve hot meals or provide full catering. Events that serve food and drink may incur a cleaning fee and/or deposit.



- All Library rooms and equipment must be returned to their original state at the end of each event, program, or meeting. Non-Library-owned materials may not be left or stored at the Library without express permission from the Director.
- Library staff must be notified at the conclusion of each event, meeting, or program, and informed of how many people were in attendance at the event for statistical purposes.
- No regularly recurring meetings or programs may be held at the Library by any organization or group that does not uphold the Library's mission of literacy, education, culture, and public well-being.

Please note that any damage to Library rooms, spaces, equipment, or other property, including the need for extensive or unusual cleaning, will result in the responsible organization or individual being assessed a fee.

### **Government or Nonprofit (501c3) Entities**

Nonprofit organizations that provide official documentation of their nonprofit status will be provided use of the Library's meeting/multi-purpose room, at no extra cost, for up to four (4) hours once per month during normal Library operating hours.

Use of these rooms by any group does not imply library endorsement of the aims, policies or activities of such group.

### **For-Profit Entities**

Use of Library meeting rooms by for-profit entities is prohibited. As a government entity, the Library may not formally endorse a private business nor allow its business or advertising to be conducted on the premises.

For-profit entities may contact the Director for further information about city events and venues and information about applying for city vendorship.



## **Members of the Public**

Members of the public wishing to hold classes or events using Library space must contact the Library's Programming Coordinator to describe their proposed program and request rooms, equipment, and other needs. The Programming Coordinator and Director reserve the right to refuse to host programs that are not able to fit into the Library's existing programming schedule, not appropriate for the Library venue, or do not utilize its spaces or resources properly.

We welcome members of the public who are interested in volunteering their services for programs such as fitness classes, art classes, conversation hours, or other community-enriching activities to contact the Library at any time.



## Room Reservation Application

Please return this completed and signed form to the Programming Coordinator for consideration.

PROPOSED PROGRAM NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

RESPONSIBLE PARTY/INDIVIDUAL: \_\_\_\_\_

PHONE NUMBER/EMAIL: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_ PROPOSED TIME: \_\_\_\_\_

PROGRAM DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM AGE RANGE: \_\_\_\_\_ ESTIMATED # ATTENDEES: \_\_\_\_\_

This program intends to serve refreshments.  This program has materials to distribute.

**The undersigned agrees to abide by all regulations and requirements of the Library's Room Reservation Policy governing the use of Library facilities.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_